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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

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DEPARTMENT OF AGRICULTURE

May 31, 1944

INDUSTRY OPERATIONS BRANCH MEMORANDUM NO. 3

To: All Branch Chiefs and Regional Directors

From: K. W. Berkey, Acting Chief, Industry Operations Branch

Subject: Policy and Procedure for making nominations for the War Food Administration Achievement "A" Award

Establishment of "A" Award

Director's Memorandum No. 50, Supplement 2, Revision 1, broadened the scope of the "A" Award to include year-round food processors, and delegated to the Industry Operations Branch the responsibility for establishing policy and procedure covering the "A" Award.

Any employee of the War Food Administration or the Department of Agriculture may propose a plant for nomination. The Quartermaster Corps of the War Department is also privileged to propose names of plants for nomination.

Division of Responsibility

Responsibility for obtaining clearance of plants for investigation and processing nominations for this award is divided among the Regional Director of Office of Distribution, the Commodity Branch, the Industry Operations Branch, and the WFA Achievement "A" Award Board.

Responsibility for publicity and advertising concerning the "A" Award is delegated to the Marketing Reports Division.

Regional Director of Office of Distribution

1. Makes nominations for the "A" Award.
 - a. Prior to authorizing a plant investigation, the Regional Director will determine whether a year-round processor should be considered for the "A" Award, or whether, by virtue of its contracts with the Army or Navy, it comes within the scope of the "E" Award and is eligible for consideration by the Quartermaster Corps. Great care must be taken in making this determination. To complete an investigation for the "A" of a plant that would properly fall into the category of the "E" would cause embarrassment to WFA, the Quartermaster Corps, and the plant personnel.

- b. To be eligible for the Army-Navy "E" Award, a food processing plant must meet the following basic requirements: (1) At least 50% of its contracts must be held for use by the Army or Navy; (2) It must be operating two shifts a day, for at least 10 months per year, the second shift being not less than 80% of the first shift; (3) Absenteeism must not reach 6%; (4) Accident frequency must not exceed the national average for the particular industry, as shown in the Injury Rates Tables published by the Bureau of Labor Statistics.
- c. Eligibility for the "A" Award: Because conditions which exist for durable goods industries do not exist in the processing of foods, standards have been devised for the "A" Award comparable to those of the Army-Navy "E", but designed to apply specifically to food processing plants.

2. Conducts investigations of plants located in his Region, having first obtained clearance from the Industry Operations Branch.
3. On the basis of investigation, makes preliminary decision approving or disapproving the nomination.
4. Forwards all nominations to the Industry Operations Branch.
5. Arranges for award ceremonies and War Food Administration speakers for such ceremonies in accordance with procedure established by the Industry Operations Branch.

Commodity Branch

1. Proposes nominations for "A" Award by submitting name of plant to the Industry Operations Branch.
2. Clears through the Industry Operations Branch approval or disapproval of requests for plant investigations made by the Regional Director.
3. Examines findings of Regional Director, approves or disapproves nominations as made by him, and returns them to the Industry Operations Branch.

Industry Operations Branch

1. Grants clearance to Regional Director to make plant investigations, after consultation with the Commodity Branches and all other interested Governmental agencies.
2. Submits names of plants to the Regional Director that have been proposed by Commodity Branches for investigation for the award.
3. Receives nominations from Regional Director and, if they are found to conform to established standards, forwards them to appropriate Commodity Branch for approval.
4. Acts as a point of final screening of nominations.

5. After nominations have been finally approved they will be signed by the Chief of the Branch, and forwarded to the Director for signature.
6. Prepares a letter for the Director's signature notifying the plant of its having been selected for the "A" Award.
7. Maintains a liaison with the Army, Navy, and other Governmental agencies on all matters pertaining to the "A" Award.

WFA Achievement "A" Award Board

The WFA Achievement "A" Award Board will examine all nominations after they have been reviewed and acted upon by the Regional Director and the appropriate Commodity Branch. Nominations will be either approved or rejected by the Board, and the action of the Board will be final.

Marketing Reports Division

The Marketing Reports Division is responsible for all information and advertising relative to the "A" Award. Detailed instructions concerning such publicity are covered in the "A" Award "Manual" and "Guide" issued by the Industry Operations Branch, and by instructions issued by the Marketing Reports Division of Washington, D. C.

Plants Eligible for the "A" Award

Only food processing plants that have outstanding production records can be given consideration.

The following list, prepared by the Commodity Branches that are participating in the award program, covers the types of products coming under their jurisdiction that will be considered for the award, and criteria governing their eligibility is outlined in each case:

A. Dairy and Poultry

Dairy Products:

1. Cheddar Cheese
2. Dry skim milk (both roller and spray process)
3. Dry whole milk--spray process only (roller process not included)
4. Evaporated and sweetened condensed milk manufactured as case goods

Poultry Products

1. Candling, Grading and Packing of Eggs
2. Frozen eggs (whites, yolks and whole eggs)
3. Dried eggs (whites, yolks and whole eggs)
4. New York dressed poultry, including turkeys
5. Eviscerated poultry
6. Canned poultry
7. Feather Drying

Standards covered by Form FDA-545 (Revised 4-15-44) will be adequate for review in connection with processors of the above-mentioned dairy and poultry products.

No dairy and poultry products other than those listed above are eligible. Such products as fluid milk, butter, ice cream, etc., will not be considered as coming within the scope of the award.

B. Fats and Oils

All edible fats and oils, except olive oil.

Standards covered by Form-545 (Revised 4-15-44) will be adequate for review in connection with processors of edible fats and oils.

C. Fruit and Vegetables

1. All fruit and vegetable canneries.
2. Fruit and vegetable freezing plants (quick frozen and cold pack)
3. Citrus concentrate manufacturers.
4. Dehydrated fruit plants.
5. Dehydrated vegetable plants.

Standards covered by Form FDA-545 (Revised 4-15-44) will be adequate for review in connection with processors of fruit and vegetables.

D. Grain Products

1. All processors of grain and rice products (except bakers).
2. All processors of dry beans.
3. All processors of dry peas.
4. All processors of field and vegetable seeds.

Standards covered by Form FDA-545 (Revised 4-15-44) will be adequate for review in connection with processors of grain products.

E. Livestock and Meats

Plants will be considered that meet the following requirements:

1. Plant must be under Federal inspection.
2. Approximately 30 percent of the dollar volume of its meat, meat products and lard, must be sold to Federal agencies (shortening other than lard, hides, tallow, and other such by-products cannot be included within the 30 percent)
3. If a plant is located where it cannot sell advantageously to the Federal Government, but nevertheless has an outstanding record of production, 20 percent of its dollar volume of meat and meat products sold to the Federal Government will be sufficient to warrant consideration.

F. Special Commodities

1. Fish canners (with the exception of salmon canners)

In connection with packers of California pilchards (sardines) in addition to factors covered by Form FDA-545 (Revised 4-15-44), it is desired that additional information be obtained as to the canner's compliance with regulations of the State of California and the Office of the Coordinator of Fisheries pertaining to the minimum number of cases to be packed from each ton of fish delivered to the canner. This information should be prepared on an additional sheet, attached to the nomination form.

2. Coffee

Plants will be considered that are selling a substantial portion of their total output to Army, Navy or Lend-Lease, and whose performance on such contracts is satisfactory and cooperative.

Qualifications for Award

Basic qualifications for the award are outlined in detail in Director's Memorandum No. 50, Supplement 2, Revision 1.

The Awards Board will consider only those plants that have done an exceptional production job with the facilities at hand. Little consideration will be given to plants whose products are the same as before the war, unless they have shown initiative and perseverance in overcoming obstacles or have increased their production appreciably.

Requests by Regional Director for Clearance of Plants for Investigation

In requesting clearance of a plant for investigation, it is imperative that the Regional Director state the major products that the plant is processing, in order that the Industry Operations Branch may obtain clearance from all interested Commodity Branches or sections of Branches.

In view of the high standards that have to be met by food processors before they can qualify for the award, the Regional Director should obtain preliminary information from the plant relative to its operations before requesting clearance for investigation. He should call the attention of the plant to the standards outlined on page 3 of the "A" Award circular relative to quantity and quality of production in the light of available facilities, and the five other major factors governing eligibility for the award. The information furnished by the plant may be supplied in a letter to the Regional Director (in triplicate) and should set forth any activities or accomplishments that the plant feels might entitle it to consideration for the award. The plant should include in this letter the names of the Governmental agencies, if any, that are purchasing their products, and what percentage of its current output is going to each such agency.

If after receiving this preliminary statement mentioned above, the Regional Director feels that the plant is definitely not eligible for consideration, he may so advise the plant without requesting clearance for investigation from the Industry Operations Branch in Washington. On the other hand, if the Regional Director

feels that the plant may meet the necessary qualifications, he will submit two copies of the preliminary information furnished him by the plant to the Industry Operations Branch in Washington, with a request for clearance for investigation. As the "A" Award is a plant award, the preliminary information obtained by the Regional Director should cover each individual plant, and never a company as a whole. If some cases appear to the Regional Director to be "borderline", or if for any reason he prefers to put the question of a plant's eligibility up to Washington, he may submit two copies of the letter received from the plant to the Industry Operations Branch, along with his views and recommendations on the subject. The Industry Operations Branch will submit the data furnished by the plant to the appropriate Commodity Branch with request for clearance. This data will be of assistance to the Commodity Branch in making its decision as to whether or not plant investigation should be made.

When Nominations Should Be Submitted

Nominations should be submitted to the Industry Operations Branch in Washington as rapidly as they are completed in the region. By forwarding nominations promptly, a more even scheduling of ceremonies can be arranged. We are dependent upon the cooperation given by the armed forces for military participation, and have to schedule presentation of awards in such a manner that the ceremonies may be conducted with a very limited Army or Navy field staff.

General Instructions Relative to Nominations

Attached is Form FDA 545 (Revised 4-15-44), which is to be used in making nominations of food processors for the WFA Achievement "A" Award. Additional supplies may be obtained from the Reproduction and Distribution Section of the Administrative Services Division, both in Washington and regional offices.

The nomination must be signed by the following before presentation to the Director of Food Distribution, War Food Administration:

1. Regional Director
2. Chief of the appropriate Commodity Branch
3. Chief of the Industry Operations Branch

If a plant is disapproved for nomination by the Regional Director before plant investigation is made, a letter should be directed to the Industry Operations Branch stating the reasons for disapproval.

If, after plant investigation, the Regional Director does not approve the nomination in the light of the facts revealed by the investigation, the unsigned nomination should be submitted to the Industry Operations Branch, with a covering letter stating the reasons for disapproval.

Furnish as much pertinent information as possible on the nomination form, but BRIEFLY, and support with figures. Statements should prove that the plant has done a job outstandingly ahead of others. The facts must be confined to the five pages of the nomination form, as explanatory attachments are considered only in exceptional cases. The reviewers will not consider lengthy, flowery, or indefinite verbiage.

A nomination may cover only one plant, but separate nominations for a group of plants of the same company may be forwarded together. If it is desirable to make awards to two or more plants at the same time, for morale or other reasons, this should be explained in a covering letter.

Authorization should be obtained from the home office of any plant before proceeding with an investigation. The home office may prefer that consideration be given to other plants of the company ahead of the one proposed. It is our desire to cooperate with the company itself in such cases, and investigations should be conducted in the rotation suggested by the home office. In such instances, a letter outlining the company's desires should accompany the nomination, and Board action will be taken in the preferred sequence. There may be instances where the home office desires action on particular nominations to be withheld until investigations are made of all plants in their company.

Care should be exercised in making investigations, and the statement that "your plant is going to be given an 'A' Award" should never be made nor implied in any manner. This is to prevent embarrassment to either the plant or the Administration in case the nomination is not favorably acted upon by the Board.

Instructions for Preparing Nomination Form FDA-545 (Revised 4-15-44)

The form must be filled out by a War Food Administration employee, after a personal plant investigation, and NOT by the plant itself, as the information supplied on the nomination form is presented to the WFA "A" Award Board as impartial evidence resulting from official investigation. The WFA representative who makes the plant investigation and prepares the nomination must sign it in the space designated for that purpose.

The original and one copy are to be mailed to the Industry Operations Branch in Washington.

The nomination is designed to be self-explanatory. However, the following comments relative to the form are made to avoid confusion as to what information is required:

Page 1 is self-explanatory.

A. INSTRUCTIONS APPLICABLE ONLY TO NOMINATIONS FOR SEASONAL PROCESSORS:

Page 2, item 1, "Production":

- a. It is necessary to show comparative production figures for the last two seasons in Columns 2 and 3, and 4 and 5, and the periods covered should be stated in the space designated for that purpose.
- b. In Columns 4 and 5, the actual production record for the last completed season should be entered. (The words "This Year" should be stricken out).
- c. In Columns 2 and 3, the actual production record for the previous season should be entered--that is, the season immediately preceding the last completed season. (The words "Last Year" should be stricken out).

d. Example for a seasonal processor:

Where plant investigation is made in 1944, and the last operations actually completed by the plant were in 1943, the figures in Columns 4 and 5 should cover plant operation in 1943.

The figures for "Previous Season" (Columns 2 and 3) would then cover operations in 1942.

e. EXCEPTION: As indicated above, it is always preferable to supply actual production figures on all nominations.

Only one exception will be made to this rule. Where a plant has almost completed a current season's operations, after quotas have been assigned, and an accurate estimate can be obtained, estimated figures will be accepted for the current season's operations for such plants, PROVIDED:

- (1) The word "Estimated" is typed in in place of the word "Actual" and the words "This Season" are indicated in place of "Last Completed Season."
- (2) The months plant is currently in operation, as shown in item 4, page 2, clearly indicate that the plant had practically completed its current season's operations at the time the investigation was made.

B. INSTRUCTIONS APPLICABLE ONLY TO NOMINATIONS FOR YEAR-ROUND PROCESSORS:

- a. The periods covered by the figures shown in Columns 2 and 3, and 4 and 5, must be stated. For year-round processors, the month, day and year should be shown in the space indicated for this purpose.
- b. The current figures for a year-round processor should cover a full year, ending with the last day of the month preceding the one in which a plant investigation is conducted. These figures should be entered in Columns 4 and 5. (The words "Last Completed Season" should be stricken out).
- c. Comparative figures should be entered for the same period of the previous year in Columns 2 and 3. (The words "Previous Season" should be stricken out).
- d. Example for a year-round processor (where plant investigation was made during the month of May 1944):

"Actual Production" for "This Year" (Columns 4 and 5) should cover the period May 1, 1943, to April 30, 1944, inclusive.

"Actual Production" for "Last Year" (Columns 2 and 3) should cover the period May 1, 1942, to April 30, 1943, inclusive.

Note: If investigation is made during the early part of the month of May 1944, and a plant's books are not quite up to date as of April 30, 1944, figures for a full year, ending March 31, 1944, will be acceptable for Columns 4 and 5. A comparable period should of course be covered for "Last Year" in Columns 2 and 3.

- e. A slightly different procedure should be followed in listing the products in Column 1 on nominations for processors of dairy and meat products, as follows:

(1) Dairy Products

Only those products listed as eligible for the award on page 3 of this Memorandum should be listed separately by name in Column 1.

All ineligible products (such as roller process dried whole milk, fluid milk, butter, etc.) should be consolidated on the line designated "All Other."

(2) Meat Products

Only those products listed as eligible for the award on page 4 of this Memorandum should be listed separately by name in Column 1.

All ineligible products (shortening other than lard, hides, tallow, or other such by-products) should be consolidated on the line designated "All Other."

- (3) The ineligible dairy or meat products should then be listed on a separate sheet attached to the nomination form, with a breakdown showing the dollar value of plant production for each of these products.

- C. The following instructions pertain to all nominations--FOR BOTH SEASONAL AND YEAR-ROUND PROCESSORS:

Page 2, item 1, "Sales to Gov't. Agencies":

- a. The percentages requested in Columns 6 and 7 are to be based on the dollar value of the production shown for the products listed in Column 1.
- b. "Sales to Gov't. Agencies as % of Total Production," requested on the bottom lines of Columns 6 and 7 are to be based on the dollar value of the entire plant production shown in Columns 2 and 4.

Page 2, item 4

- a. For year-round processors, indicate "12 months" if plant is in operation 12 months.
- b. For seasonal processors, indicate the actual months in operation for the most recent period covered by the nomination.

Page 3 is self-explanatory.

Page 4, item B

An unsatisfactory record on absenteeism will be cause of deferrment until sufficient improvement is attained. Because of the seasonal nature of the operations of some of the plants nominated, the percentage for the previous month only is being requested. This should be figured according to the instructions of the Bureau of Labor Statistics of the Department of Labor (B.L.S. 1415, April 1943). Copies of this form have been mailed to all Regional Offices and Branches for distribution; additional copies may be secured from the U. S. Department of Labor.

Briefly, the absenteeism rate is defined as the total man shifts lost divided by the total number of man shifts scheduled for the particular period. A man shift is interpreted as each employee scheduled to work on a shift. An easy way to count the absentees per shift is to count the cards in the time rack for the employees who did not report for duty. If an employee is out 6 days, this would equal 6 man shifts absent--not 1 man shift absent. A worker who reports for any part of the shift is to be considered as present. Regularly scheduled vacations or official leave are not considered as man shifts lost. However, be sure to count those out ill.

If the absenteeism rate is reported to be as low as 1 percent, it is suggested that the rate be rechecked, as absenteeism due solely to illness generally averages between 2 percent and 3 percent. If the absenteeism rate rises from an unforeseen reason, such as flood, epidemic, etc., this should be explained and will be taken into consideration by the Board.

Page 5 is self-explanatory.

General Information

In submitting a nomination, it cannot be overemphasized that the "A" Award for food processors is parallel to the "E" Award for other types of industry. In order to maintain the prestige of the "A" Award, great care must be used in making investigations.

A Board Action Report is prepared after each meeting of the WFA "A" Award Board and copies are mailed to all Regional Directors in order that they may be advised of the final disposition of all nominations for plants in their particular regions. A "key" is furnished at the bottom of each of these reports, explaining the meaning of the terms used to indicate the action taken on nominations.

When nominations are rejected by the WFA "A" Award Board, the Regional Director should transmit this information to the plant in whatever manner he deems advisable.

In order that the "A" Award may not be confused in the minds of the public with the Army-Navy "E" Award, or any other awards of like nature, great care should be taken always to refer to the "A" Award by its proper designation: "The War Food Administration Achievement 'A' Award."

Award is granted for one year only.

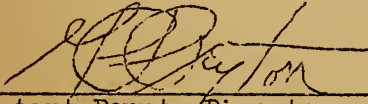
It is planned to review records yearly of each company that has won the award. Procedure on renewals will be covered in a later memorandum.


Informational Booklets

A detailed "Manual" for use by the award-winning plants and War Food Administration Liaison Officers in arranging for award ceremonies has been prepared by the Industry Operations Branch. A copy will be mailed to the award-winning plant with the WFA letter of notification that it has been granted the award.

In addition, a "Guide" has also been prepared for the exclusive and confidential use of regional personnel assigned to arrange for award ceremonies. Copies of both booklets are available to Regional Directors.

This Memorandum supersedes Processors Branch Memorandum No. 5, dated September 4, 1943.


Assistant Deputy Director


Acting Chief, Industry Operations Branch

Attachments

B-480

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

December 22, 1943

DIRECTOR'S MEMORANDUM NO. 50

Supplement 2
Revision 1

Scope of "A" Award Broadened to include Year-Round Food Processors

The Army-Navy Board for Production Awards, by a recent decision, confined nominations for the Army-Navy "E" Award exclusively to those proposed by the various branches of the Army and Navy. "E" Awards are now limited to (1) plants having direct contracts with the Army or Navy; (2) subcontractors whose prime contractors hold contracts with the Army or Navy; and (3) Government construction projects for war under the supervision of the war or Navy Departments. In accordance with this policy, relatively few year-round food processing plants will be eligible for the "E" Award, and under the existing policy covering the War Food Administration Achievement "A" Award only seasonal food processing plants are given consideration.

To insure full recognition of all food processing plants, the scope of the "A" Award will be broadened to include year-round food processors. The Under Secretary of War and the Under Secretary of the Navy will cooperate by having military personnel participate in bestowing the "A" Award to outstanding food processing plants. In this way the armed forces will demonstrate their recognition of the essentiality of such plants to the war effort.

The "A" Award in the food processing field will be parallel to the "E" Award in that it will be granted only to food processors who meet rigid requirements in regard to quality and quantity of production. Outstanding among these requirements are ability to utilize existing facilities to secure war-time production; ingenuity and cooperation with the government in developing and producing war food products; generous cooperation with the intents and purposes of the food purchase programs; effective management; overcoming of production obstacles; satisfactory management-labor relations including avoidance of work stoppages; training of additional labor forces, low absenteeism records; accident prevention; and health and sanitation. The award will be granted on a yearly basis.

Extreme care must be exercised in nominating plants for the "A" Award so that, like the "E", it will be an honor to be valued highly by the men and women who receive it. It will be the responsibility of FDA to make the final decision as to whether a plant meets the requirements for the "A". No plant will be eligible for both awards. However, where one company owns several separate plants, one plant might be eligible for the "A" and another for the "E" Award.

After nominations have been approved by the Regional Director, the appropriate Commodity Branch, and the Chief of the Industry Operations Branch, they shall

be routed to the Director for final approval and signature. These officials will constitute the FDA Achievement Award Board.

The Industry Operations Branch will be responsible for general policies and procedures regarding the "A" Awards and will issue instructions in connection therewith. That Branch will also handle all liaison with the Army and Navy, except as it may prescribe otherwise.

The Marketing Reports Division will be responsible for public relations matters in connection with the "A" Award, as with other programs, and will issue instructions on the handling of such matters within the framework of general policies and procedures prescribed by the Industry Operations Branch.

A similar division of responsibility will be followed in the Regional Offices, in so far as practicable. The Regional Director is expected to take appropriate steps for coordination of instructions and materials directed to Liaison Officers, who are responsible for arrangements in connection with award ceremonies.

This memorandum supersedes Director's Memorandum No. 50, Supplement 2, dated September 3, 1943.

Roy F. Lindbergh

Director

INDEX ENTRY

Awards: Year-Round Food Processors' "A" (see also Industry Operations)
Industry Operations: Awards: Year-Round Food Processors' "A"

B-167

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

February 7, 1944

DIRECTOR MEMORANDUM NO. 50

Supplement 3

WFA Achievement Award Board

After nominations for achievement awards have been approved by the Regional Director and the appropriate Commodity Branch, they will be examined by the WFA Achievement Award Board, consisting of:

Chief of the Industry Operations Branch (Chairman)
Dr. John B. Canning, Consultant, Office of the Director
E. M. Vester, Special Assistant to the Chief, Industry
Operations Branch (Secretary of the Board)

Approved nominations will be signed by the Chief of the Industry Operations Branch and will then be submitted to the Director for signature.

This memorandum supplements the procedure outlined in Director's Memorandum No. 50, Supplement 2, Revision 1. Paragraph 5 of that memorandum is superseded.



Director

INDEX ENTRIES:

Achievement Award Board (see also Industry Operations)
Committees: Achievement Award Board
Industry Operations: Year-Round Food Processors' "A":
Achievement Award Board

WAR FOOD ADMINISTRATION
Office of Distribution

Date _____

NOMINATION FOR ACHIEVEMENT "A" AWARD

FOR _____
(Name of Company) (Name of Plant)

(Name and Title of Principal Officer at the Plant) (Address of Plant)

(If Branch or Subsidiary, State Name of Parent Company) (Address of Home Office)

1. Value of Plant's total output for most recent period covered by nomination (from item 1, col. 4, page 2) \$ _____
2. Employees: Total number (including part-time workers) during most recent period covered by nomination. _____
Male _____ Female _____ Usual Number _____.
3. Products packed or processed: (Briefly) _____

(A separate nomination and award must be made for each plant).

* * * * *

THIS NOMINATION IS RECOMMENDED AND APPROVED BY:

REGIONAL DIRECTOR .	BRANCH CHIEF
Name _____	Name _____
Region _____	Branch _____

CHIEF, INDUSTRY OPERATIONS BRANCH DIRECTOR

Nomination of _____,
(Name of Plant)

Quantity Record of Production and Government Production

1. PRODUCTION

PRODUCTS (SPECIFY MOST IMPORTANT)*	ACTUAL PRODUCTION Last Year or Previous Season From: _____ To: _____		ACTUAL PRODUCTION This Year or Last Completed Season From: _____ To: _____		SALES TO GOVERNMENT AGENCIES AS PERCENT OF		
	Dollar Value (\$1,000)	Quantity (Units)	Dollar Value (\$1,000)	Quantity (Units)	Col. 2	Col. 4	
	Column 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
A.						%	%
B.						%	%
C.						%	%
D.						%	%
E.						%	%
F.						%	%
G.						%	%
All Other						%	%
TOTAL PRODUCTION						XXXX	XXXX
SALES TO GOVERNMENT AGENCIES AS PERCENT OF TOTAL PRODUCTION						%	%

Unless Otherwise Instructed in Industry Operations Branch Memorandum

2. SALES

SALES TO	SALES Last Year or Previous Season	SALES This Year or Last Completed Season
	Dollar Value (\$1,000)	Dollar Value (\$1,000)
Column 1	Column 2	Column 3
A. ARMY		
B. NAVY		
C. WFA		
D. Other Gov't Agencies		
TOTAL		

3. PLANT CAPACITY

A. Give data on current production as compared with the capacity of the plant _____

B. If current production is below plant capacity and this is due to conditions beyond the control of the plant, explain briefly _____

4. Usual Packing or Processing Season _____
(If seasonal, April-June, July-August, etc.)

5. Total Months in Usual Operation _____

BE BRIEF

6. Have products been added to increase usual operating period of plant? _____
(Yes or No)
If so, list products _____
7. How many additional months will plant operate this year because of increased lines or conversion to other products? _____
8. Give data on output per man-hour, per machine-hour or other measures of efficiency _____
9. Number of shifts working (3- 8 hr. shifts, etc.) _____

(QUALITY OF PRODUCTION)

QUALITY	PERCENT OF TOTAL	
	Last Year or Previous Season	This Year or Last Completed Season
High		
Medium		
Low		
Rejected by Government Agencies		
TOTAL	100%	100%

2. Give reasons for changes in quality of production _____

ENGINEERING

1. Explain what conversion was made from a different peacetime production _____
2. If so, list products discontinued and/or products added: _____
3. What new equipment, if any was added? _____
4. What ingenuity was shown in adapting or rebuilding equipment? _____

5. Cite outstanding production, shipping or technical developments _____

6. What is the general condition of plant facilities, including fire protection?

GENERALCooperation with Primary Producers

1. What provision is made for receipt of raw materials? Explain _____

2. Method of Raw Product Purchase
Percentage contracted last year or season _____ %
Percentage estimated contracted for this year or season _____ %
3. Are support prices, or better, paid to producers of raw product? _____
(Yes or No)
4. What relations are maintained by plant with growers or primary producers?

OTHER FACTORS TO BE WEIGHED

- A. How effective and cooperative is this company with the war program, particularly in compliance and cooperation with Government Orders? _____

- B. What is the absenteeism record for previous month? _____
(Give percentages)
- C. What steps have been taken to reduce absenteeism? _____

- D. Explain what accident instructions and prevention measures are employed and to what extent _____

- E. Is plant under Federal inspection? _____
(Yes or No)

NOMINATION OF _____

(Name of Plant)

F. Rate the plant housekeeping _____. When inspected _____
(Exc., Good, Fair, etc.)

Explain whether operations are conducted in sanitary manner both inside and outside building _____

Personnel - Cleanliness and Appearance _____

(Exc., Good, Fair, etc.)

When inspected _____.

G. What plan is in operation to secure and train a satisfactory key labor force, and what efforts have been made to meet problems of manpower shortage and labor turnover? _____

H. Are labor standards satisfactory to employees and employer, and what relations exist between them? _____

I. Is there any plant in the vicinity or in the same parent organization that would be adversely affected if this award is granted at this time? _____
If so, explain in a covering letter. (Yes or No)

J. Have work stoppages been avoided? Explain _____

K. Cite any other facts which should be considered in making the decision on this Company _____

Plant Investigation Made and Nomination Prepared by _____

(Signature)

